

# City of St. Louis Department of Personnel Administrative Regulation NO. 118

## Recruitment Incentive Program

The Department of Personnel has established a new Recruitment and Incentive Program. The objective of this program is to encourage City employees who are in permanent Civil Service positions, by offer of a cash bonus award, to become more directly involved in the Department of Personnel's recruitment efforts. This Department maintains a formal recruitment program consisting of a number of recruitment strategies to fill City positions. However, it has been demonstrated in the private sector that employee referrals can be another effective recruitment mechanism to attract highly qualified job applicants. The Recruitment Incentive Program has been devised to allow City employees who are in permanent Civil Service positions an opportunity to promote the City Service by participating in Department of Personnel's recruitment efforts to fill "targeted positions."

This administrative regulation will outline procedures of the Recruitment and Incentive Program and incorporate it into the Department of Personnel's recruitment and selection program.

### I. CONCEPT/STRUCTURE

A. Target Positions - Positions targeted for the Recruitment Incentive Program will be identified in the Department of Personnel's Employment Opportunities list. In general, targeted positions will be limited to difficult-to-fill positions.

B. Cash Bonus - A cash bonus will be awarded to the City employee responsible for the referral of a person appointed to a targeted position in the amount of one percent (1%) of the maximum annual base salary at the time of appointment for the position filled. The cash bonus will be awarded after the successful completion of six (6) months of employment. The cash award can only be made if the employee responsible for the referral and the employee referred are still employed by the City of St. Louis at the end of the six (6) month period.

C. Only employees who are in permanent Civil Service position are eligible to receive the cash bonus award.

D. Funds for the Recruitment Incentive Program will be allocated in the Department of Personnel's recruitment budget and the program will be administered by the Department of Personnel.

E. The person referred must identify the City employee responsible for the referral by listing the name and department of that employee under the "Remarks" section on the official Department of Personnel application Form PD60 at the time of filing application. A name cannot be added to an application at a later date.

## II. RESTRICTIONS

A. In order to safeguard and ensure the merit principle in selection procedures, Personnel Department employees are not eligible for the Recruitment Incentive Program. Individuals who assist the Department of Personnel in the evaluation of candidates for that job class will not be eligible. Appointing authorities or persons delegated by hiring authority to make the final selection for the targeted position will not be eligible. Persons elected to office are not eligible for the program. Individuals who are not eligible for the cash bonus award are still encouraged to refer highly qualified persons for employment. However, due to the sensitive/critical role of their positions in the personnel selection process, they are not eligible for cash bonus awards.

B. Falsification, misrepresentation or any attempt to defraud or deceive on matters pertaining to the Recruitment Incentive Program will result in disciplinary action to the City employee responsible for the fraud or deception and possible elimination of the individual referred.

Questions regarding this administrative regulation should be referred to the Recruitment and Examination division of the Department of Personnel, telephone number 633-4308.

## DEPARTMENT OF PERSONNEL

William C. Duffe  
Director of Personnel

September 29, 1988